



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: November 20, 2015  
Closed: When Filled

**JOB POSTING**  
**Customer Service Associate (BRAC)**  
Part-Time 15-20 hours/week  
(Morning, Mid-day Shifts and Weekends)  
**\$13.20/hour**

**JOB SUMMARY:**

Monitors recreation facilities and activities in accordance with municipal rules, and provides general office support to the Recreation and Parks Divisions.

**MINIMUM QUALIFICATIONS:**

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Typing or data entry speed of 30 wpm.
- Basic knowledge of common athletic apparatus.
- Demonstrated ability to communicate clearly and accurately with a variety of persons.

**SKILLS AND EXPERIENCE:**

- General office duties such as typing, filing and faxing.
- Ability to write routine reports and correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and standardized situations.

**TO APPLY:**

Application available online on The City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or 2000 Forest Ridge Drive, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*